

**COMMUNITY AND SENIOR SERVICES  
REQUEST FOR PROPOSAL  
BIDDER GUARANTY FORM**

*This form, along with the guaranty, satisfies the requirement for the RFP Guaranty. This form is to be completed and submitted together/accompanied with guaranty. If your organization elects to utilize a security (bid bond), please adhere to submission instructions, which are available upon request.*

**A. INFORMATION:**

Organization: \_\_\_\_\_

Program(s): \_\_\_\_\_

**B. FORM of GUARANTY: Complete information for Check/Monies or Securities**

**Check, Monies:** Select only one of the following.

☐  
☐  
☐

Cashier's Check

Certified Check

Cash

**Securities:** Select only one of the following, and provide your financial institution information.

☐  
☐  
☐

Letter of Credit

Certificate of Deposit, Time Deposit

Bid Bond

Financial Institution: \_\_\_\_\_

*Name of bank, lender, etc.*

Rating: *Indicate rating. Note that it must meet at least one of the following.*

	Moody's	Standard & Poor's	Bauer Financial	The Street.com
Minimum	A2 or better	A or better	4 Stars or better	B or better
Indicate Rating:				

For Community and Senior Services Use Only	
<b>Securities, Bid Bond</b>	
Reviewed by Contract Management Division (CMD):	Date:
Amount:	\$ -
Document and Amount Validated by CMD:	Date:
Received by Financial Management, Revenue	Date:
Amount:	\$ -
<b>Check, Monies</b>	
Received by Contract Management Division (CMD):	Date:
Amount:	\$ -
Reviewed by Financial Management, Revenue	Date:
Deposited into Trust:	Date:
Amount:	\$ -

**COMMUNITY AND SENIOR SERVICES – WIA ADW RFP**  
**REQUIRED FORMAT FOR IRREVOCABLE**  
**LETTER OF CREDIT**  
(Must be on Financial Institution Letterhead)

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IRREVOCABLE LETTER OF CREDIT NO. \_\_\_\_\_

Date and Place of Issue: \_\_\_\_\_  
\_\_\_\_\_

Amount: \$2,000.00  
(Two-Thousand Dollars)

Applicant: \_\_\_\_\_

Beneficiary: Community and Senior Services  
County of Los Angeles  
Attention: Finance Manager  
3175 W. 6<sup>th</sup> Street  
Los Angeles, CA 90020

Expiration Date: \_\_\_\_\_  
(Must be six (6) months minimum)

Reference No. WIA RFP

Ladies and Gentlemen:

By order of \_\_\_\_\_ <applicant>, we are instructed to open an Irrevocable Letter of Credit in your favor for U.S. \$2,000.00.

Documents required:

We undertake that drawing under this Letter of Credit will be honored upon presentation of the below document drawn on \_\_\_\_\_ <financial institution> at \_\_\_\_\_ <address>. Partial drawings on this Letter of Credit by the beneficiary are permitted.

Any claims under this letter shall be presented in the following manner:

The County's written statement signed by the Finance Manager of the Department of Community and Senior Services that the amount of this draft or a portion thereof is due and payable.

The above statement will be all that is required to certify that the amount set forth under \_\_\_\_\_ <financial institution> Letter of Credit No. \_\_\_\_\_ dated this date or any part thereof is due and payable to you.

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This Letter of Credit may be released in whole or in part at any time by the County of Los Angeles upon our receipt of a written notice signed by the Fiscal Division Chief.

(Authorized Signature)  
(Authorized Counter Signature)  
(Notarization)

*Attach a statement signed by a corporate officer certifying that the person signing this Letter of Credit is authorized to sign on behalf of the financial institution.*

**COMMUNITY AND SENIOR SERVICES – WIA ADW RFP  
REQUIRED FORMAT for CERTIFICATE OF DEPOSIT and  
BID BOND**

(Must be on Financial Institution Letterhead)

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**INSTRUCTIONS AND FORMAT for CERTIFICATE OF DEPOSIT, TIME DEPOSIT**

- Must be in the amount of \$2,000, and held in the name of or pledged solely to County of Los Angeles Community and Senior Services (CSS).
- The maturity date and initial term must be six (6) months minimum from the RFP packet submission deadline.
- Renewal or extension must be enacted upon written notification by CSS.
- Bidder may not withdraw the principal from the account, and the financial institution may not close the account without written authorization from CSS.
- Bidder is responsible for fees and taxes, and assumes all risk of CD.

*Below is a sample of a CD format. Your financial institution's format may have variations, however it must minimally indicate a) CSS as the holder, b) \$2,000 as the opening balance, and c) 9/30/2014 or later as the maturity date.*

6 Month Certificate of Deposit		BANK of XXXX	
		Account No. XXXX	
Account Holder(s)			
Assigned to Los Angeles County Community and Senior Services			
Date of Issuance:	3/30/2014	Initial Maturity Date:	9/30/2014
Opening Balance:	\$2,000.00	Initial Term:	6 months
Interest Rate:	X.XXX%	Annual Percentage Yield:	X.XXX%
Min. Bal. Req.	\$2,000.00	Interest Compounding Method:	Daily
Maximum Bal.	No Limit	Additions:	No Additions Allowed
Earnings Distribution			
Earnings Distribution frequency will be Quarterly, with the last distribution on the final maturity date.			
Authorized Signature		Date Issued:	3/30/2014
Branch Address: XXXX Main Street, Los Angeles, CA 9XXXX			

**COMMUNITY AND SENIOR SERVICES – WIA ADW RFP  
REQUIRED FORMAT for CERTIFICATE OF DEPOSIT and  
BID BOND**

(Must be on Financial Institution Letterhead)

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**INSTRUCTIONS AND FORMAT for BID BOND**

- Please note the following nomenclature in discussions with your financial institution.
  - The bidder is generally referred as the principal party, and the financial institution as the surety.
- Below is a sample of a bid bond format and it must be followed completely for language. Variations will require written consent from CSS.

**Unconditional and Irrevocable Bid Bond**

In consideration [Insert legal name of bidder] (Bidder) submitting a bid(s) for the Workforce Investment Act Adult/Dislocated Worker Request for Proposal, this guarantee (Bid Bond) shall be valid and binding on [Insert name of financial institution] up to and including \$2,000.00 (two-thousand dollars), and shall not be terminable by notice or any change without the expressed, written consent of the Los Angeles County Community and Senior Services (CSS) and its Fiscal Division Manager or other person(s) acting in such capacity.

Our liability under this BID BOND is restricted to \$2,000.00. Our BID BOND shall remain in force until September 30, 2014. CSS shall be entitled to invoke this Bid Bond until October 30, 2014.

[Insert name of financial institution] hereby expressly agrees that it shall not require any proof in addition to the written demand by CSS, made in any written format by Financial Division Manager, raised at the address of the [Insert name of financial institution], in order to make the payment to CSS.

[Insert name of financial institution] shall make payment hereunder on first demand without restriction or conditions and notwithstanding any objection by the Bidder or any other person. [Insert name of financial institution] shall not require CSS to justify the invocation of this BID BOND, nor shall the [Insert name of financial institution] have any recourse against CSS with respect to any payment made hereunder.

[Insert name of financial institution] represents that this BID BOND has been established in such form and with such content that it is fully enforceable in accordance with its terms as against the [Insert name of financial institution] in the manner provided herein. This BID BOND shall not be affected in any manner by reason of merger, restructuring or any other change of the [Insert name of financial institution].

This BID BOND shall be a primary obligation of the [Insert name of financial institution] and accordingly CSS shall not be obliged before enforcing this BID BOND to take any action in any court or arbitral proceedings against the Bidder, to make any claim against or any demand on the Bidder or to give any notice to the Bidder to enforce any security

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held by CSS or to exercise, levy or enforce any distress, diligence or other process against the Bidder.

\_\_\_\_\_[Insert Name of the Bank]\_\_\_\_\_  
Authorizing Officer Signature \_\_\_\_\_  
Authorizing Officer Name \_\_\_\_\_

Banker's Stamp/Seal and Full Address

Dated this \_[date]\_\_\_ of \_[month]\_\_\_, 2014